

MEMORANDUM FOR: All Holders of the NOAA Travel Handbook

FROM: R. J. Dominic
Director, Finance Office/Comptroller

SUBJECT: Travel Transmittal Number 7

1. Filing Instructions for the NOAA Travel Handbook (NTH).
Replacement pages for your NTH are attached as follows:

Remove

Insert

Page 301-2-1
dated September 1, 1999

Page 301-2-1
dated December 1, 2000

Page 301-2-4
dated September 1, 1999

Page 301-2-4
dated December 1, 2000

Page 301-2-5
dated September 1, 1999

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dated December 1, 2000

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dated September 1, 1999

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dated December 1, 2000

Page 301-10-1
dated September 1, 1999

Page 301-10-1
dated December 1, 2000

Page 301-10-2
dated September 1, 1999

Page 301-10-2
dated December 1, 2000

2. Explanation of Changes. The attached pages update information on travel orders and provides guidance on purchasing personal airfare when mixed with official travel.

3. File this cover memorandum in the front of the NTH. Clarification or assistance regarding travel policies and/or procedures may be obtained by calling your servicing Administrative Support Center travel office listed below:

WASC - Seattle----- (206) 526-6008
MASC - Boulder----- (303) 497-6199
CASC - Kansas City--- (816) 426-7543 x431
EASC - Norfolk----- (757) 441-6897
NOAA Travel Office--- (301) 413-3060

Attachments

NOAA TRAVEL REGULATION (NTR) CHECKSHEET FOR CHAPTERS 300 and 301

Following is a list of pages currently in effect in the NTR. This checksheet is to be used to verify the accuracy of the NTR.

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NOAA TRAVEL REGULATION CHECKSHEET FOR CHAPTERS 302 and 306

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DOC TRAVEL REGULATION CHECKSHEET FOR CHAPTER 301

Following is a list of pages currently in effect in the DOC Travel Handbook. This checksheet is to be used to verify the accuracy of the DOC Travel Handbook. NOTE: The DOC Travel Handbook, Chapter 301, has not been written in the plain language format and currently does not line up correctly with the Federal and NOAA pages in this new NOAA Travel Handbook (NTH).

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DOC TRAVEL REGULATION CHECKSHEET FOR CHAPTER 301 (continued)

DOC Travel Handbook, Special Transmittal 004, Dated February 25, 2000, was issued without page numbers. File behind FTR according to Part. Pages with multiple parts, e.g., questions and answers from Part 301-51 appear on the same page as 301-52, need to be copied so that each can be filed in their appropriate Part.

Part 301-51

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Part 301-52

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PART 301-2--GENERAL RULES

Sec.

- 301-2.1(a) What form do I use to authorize travel?
- 301-2.1(b) When must I have a travel order?
- 301-2.1(c) Can one travel order cover a group of individuals?
- 301-2.1(d) Are there any other exceptions to list more than one individual on a travel order?
- 301-2.1(e) How do I show changes to a travel order that has already been signed, but travel has not taken place?
- 301-2.1(f) What should I do if I incur expenses that are not approved on the travel order?
- 301-2.1(g) What is a blanket (limited open) travel order?
- 301-2.1(h) Can blanket travel orders be used for foreign travel?
- 301-2.1(i) Once my blanket travel order is approved, do I need to have any other approval?
- 301-2.1(j) Can actual expenses be approved on my blanket travel order?
- 301-2.1(k) What form do I use to claim travel expenses?

NOAA TRAVEL DELEGATIONS

- 301-2.5 Who has the authority to approve most types of travel, including:
 - 1) **premium class accommodations**, 2) **actual expense travel**, 3) **foreign travel**, 4) **acceptance of payment from a non-Federal source**, 5) **domestic travel**, 6) **permanent change of station (PCS) travel**, 7) **blanket travel**, and 8) **invitational travel**?
- 301-2.5(a) Who has the authority to approve **premium-class accommodations** for both foreign and domestic travel?
- 301-2.5(a)(i) What form authorizes premium-class accommodations?
- 301-2.5(b) Who has the authority to approve the use of **foreign air carriers**?
- 301-2.5(b)(i) Is there a standard statement I can use to authorize foreign air carriers?
- 301-2.5(c) Who has the authority to approve the use of **reduced fares for group or charter arrangements**?
- 301-2.5(c)(i) What information must be included in a memorandum of request for the use of reduced fares for group or charter arrangements?
- 301-2.5(d) Who has the authority to approve the use of **cash to pay for common carrier transportation exceeding \$100**?
- 301-2.5(d)(i) What information must be included in a memorandum of request for the use of cash to pay for common carrier transportation exceeding \$100?

301-2.1(a) What form do I use to authorize travel?

Users of Travel Manager will use the Travel Manager authorization default form when authorizing travel expenses. Non-users will use the Form CD-29, "Travel Order," when authorizing travel expenses.

See NTR, Chapter 300-4(a)(1) for a blank Form CD-29, and NTR, Chapter 300-4(a)(2) for a blank Travel Manager authorization default form.

301-2.1(b) When must I have a travel order?

A travel order is required for travel which exceeds a calendar day (24 hour period). A travel order is always required when per diem is incurred and/or common carrier transportation for TDY travel is obtained.

See NTR, Chapter 301-11.1(a)(i) for more information on per diem entitlements.

301-2.1(c) Can one travel order cover a group of individuals?

No, travel orders (including blanket travel orders and trip authorizations) must be for a single traveler only.

See DOC Travel Handbook, Chapter 301-1.102(b)(8).

Exception: Non-users of Travel Manager have the option to list groups of individuals (no more than 24 per blanket) on blanket travel orders until Travel Manager is implemented. However, a separate trip authorization must be authorized for each trip actually taken. See NTR, 301-2.16 for more information on how trip authorization numbers are assigned.

301-2.1(d) Are there any other exceptions to list more than one individual on a travel order?

Yes, travel orders can cover more than one individual for award ceremony travel, home leave travel, and permanent change of station travel. In these cases, only one travel voucher will be filed for reimbursement.

301-2.1(e) How do I show changes to a travel order that has already been signed, but travel has not taken place?

You should complete an amended travel order. Amendments should be issued to add expenses that require specific approval (e.g., to add a destination) or to show when travel is delayed more than 30 days.

301-2.1(f) What should I do if I incur expenses that are not approved on the travel order?

After travel, expenses that are not approved on the travel order must be post-approved in the remarks section of the travel voucher using the following: "Reimbursement of the (specific expense(s)) as stated on the travel voucher were necessary and post-approved." The authorizing official's signature is required next to the statement in the remarks section.

See FTR, Chapter 301-12 and NTR, Chapter 301-2.5(a) - 301-2.5(cc) for expenses that require specific authorization.

301-2.1(g) What is a blanket (limited open) travel order?

A blanket travel order is issued to pre-approve multiple trips which cannot be scheduled in advance. Blanket travel orders:

- 1) can only be issued to NOAA employees and should be limited to repetitive operational travel;
- 2) should include a specific purpose that would apply to all trips made under the blanket travel order;
- 3) should be limited as to duration and places to be visited. The duration of a blanket travel order (up to the limit of one fiscal year) will depend on the nature of the activity in which the employee, station, or field party is engaged; and
- 4) cannot be used for conferences, meetings, seminars, etc.

301-2.1(h) Can blanket travel orders be used for foreign travel?

Yes. Blanket travel orders may be used for foreign travel only when:

- 1) daily assignments are of a routine operational nature, such as cross-the-border travel to Canada, or
- 2) travel to any foreign area is an emergency, e.g., nuclear disaster clean-up, and spills of oil and hazardous materials.

301-2.1(i) Once my blanket travel order is approved, do I need to have any other approval?

Yes. All travel accomplished through blanket travel orders must be covered by individual trip authorizations. Users of Travel Manager will use the Travel Manager authorization default form for authorizing trips accomplished through blanket travel orders. Non-users will use the NOAA Form 42-5, "Trip Authorization," for authorizing trips accomplished through blanket travel orders.

Each trip accomplished through blanket travel orders must be approved by the employee's supervisor prior to travel or post-approved on the travel voucher after travel. Post-approvals should be rare and should be considered only for emergencies. *See NTR, Chapter 300-4(i) for a blank NOAA Form 42-5, and NTR, Chapter 300-4(a)(2) for a blank Travel Manager authorization default form.*

301-2.1(j) Can actual expenses be approved on my blanket travel order?

No. Actual expenses cannot be approved on blanket travel orders. Actual expenses can only be approved on individual travel orders, including trip authorizations, approved at the level of authority cited in *NTR, Chapter 301-2.5(j)*.

301-2.1(k) What form do I use to claim travel expenses?

Users of Travel Manager will use the Travel Manager voucher default form when claiming travel expenses. Non-users will use the Form CD-370, "Travel Voucher," when claiming travel expenses.

See NTR, Chapter 300-4(g)(1) for a blank Form CD-370, and NTR, Chapter 300-4(g)(2) for a blank Travel Manager voucher default form.

Part 301-10-TRANSPORTATION EXPENSES

Subpart B--Common Carrier Transportation

Sec.

- 301-10.110(a) What should I do if I purchase a ticket for personal travel, and then find out I'm expected to perform official travel during my personal travel, but at a different location?
- 301-10.110(b) Are there ever any circumstances I could utilize the Government contract fare when a personal travel location is involved?
- 301-10.110(c) Where do I show personal travel on the travel order?

Subpart D--Privately-Owned Vehicle (POV)

Sec.

- 301-10.302(a) What are the one-way mileage distances for the Washington Metropolitan area?
- 301-10.309(a) How do I compare the cost of POV versus common carrier transportation?

Subpart E--Special Conveyances

Sec.

- 301-10.454 Can I accept a rental car rate that is lower than the Government rental car rate?

Subpart F--Air Charter Services

Sec.

- 301-10.500 What is the definition of charter aircraft?
- 301-10.501 How does air charter for point-to-point services to satisfy a one-time need get approved?
- 301-10.502 How do air charter services for field party activities get approved?
- 301-10.503 What method of payment is used to procure air charter for point-to-point services to satisfy a one-time need?
- 301-10.504 What method of payment is used to procure air charter services for field party activities?
- 301-10.505 What is the definition of a rental aircraft?
- 301-10.506 What is the definition of a contracted (leased) aircraft?
- 301-10.507 What is the definition of a privately-owned or rented aircraft?
- 301-10.508 When can a privately-owned or rented aircraft be approved?

301-10.110(a) What should I do if I purchase a ticket for personal travel, and then find out I'm expected to perform official travel during my personal travel, but at a different location?

Since you cannot use Government contract fares for personal travel, you should turn your personal ticket in to your servicing travel management center (TMC) so that they can issue one ticket which will include both official and personal points of travel. You will be responsible for any costs above the Government contract fare.

301-10.110(b) Are there ever any circumstances I could utilize the Government contract fare when a personal travel location is involved?

Yes. If you receive notice during your personal trip, that you must perform official travel, you can utilize the Government contract fare from your personal travel location, to an official travel location(s), and return to your personal travel location.

301-10.110(c) Where do I show personal travel on the travel order?

Personal travel must only be shown in the "Remarks" section of either the travel order, or travel manager authorization default form. Personal points of travel, as well as personal days of travel, must never be shown in the "Itinerary" section of the travel order or travel manager authorization default form unless personal travel falls in the middle of the trip.

NOAA TRAVEL REGULATION**Chapter 301--Travel Allowances****301-10.302(a)****Subpart D--Privately-Owned Vehicle (POV)****301-10.302(a) What are the one-way mileage distances for the Washington Metropolitan area?**

The following one-way mileage distances will be used when computing POV mileage for the Washington Metropolitan area. In order that this table can be revised accordingly, the NOAA Travel Office (NTO) should be notified in writing when repeated trips are made between locations not included in this table.
See FTR, Chapter 301-10.300 for POV mileage rates.

ONE WAY**Dulles Airport to:**

Reagan National Airport	25
Riverdale, MD	40
Rockville, MD	25
Silver Spring, MD	23
Sterling, VA	8
Suitland, MD (FOB 4 Building)	35

Germantown, MD (Century XXI Building) to:

Herbert C. Hoover Building (HCHB)	34
Suitland, MD (FOB 4 Building)	44
Silver Spring, MD	24
Shady Grove, MD	10
Rockville, MD	14

Riverdale Building to:

Baltimore Washington International Airport	26
Camp Springs, MD (World Weather Building)	23
College Park, MD	4
Herbert C. Hoover Building (HCHB)	14
Navy Yard	12
Rockville, MD	21
Silver Spring, MD	11
State Department, 1425 K St., N.W.	11
State Department, 21st & C Sts., N.W.	13
Suitland, MD (FOB 4 Building)	21
Reagan National Airport	16

NOAA TRAVEL REGULATION**Chapter 301--Travel Allowances****301-10.302(a)**

Silver Spring Metro Center Buildings (SSMC II, III, and IV), to:

Arlington, VA	14
Agriculture Department	7
Baltimore, MD	45
Federal Aviation Agency	8
Fort Belvoir, VA	28
Herbert C. Hoover Building (HCHB)	8
Interior Department	8
National Museum of Natural History, 10th & Const. Ave, NW	8
Navy Yard	11
Reston, VA	23
Smithsonian Institute	8
Sterling, VA	38
State Department, 21st & C Sts., N.W.	8
State Department, 1425 K St., N.W.	10
Suitland, MD (FOB 4 Building)	29
University of Maryland	8
Rockville, MD	10
White House Conference Center	12
Reagan National Airport	16

Sterling, VA to:

Rockville, MD	34
Tyson's Corner, VA	21
Reagan National Airport	35

NOAA TRAVEL REGULATION

Chapter 301–Travel Allowances

301-10.302(a)

Suitland, MD (Federal Office Building #4 (FOB-4)) to:

Andrews Air Force Base (4th Weather Group)	7
Baltimore Washington International Airport	35
Bethesda, MD	21
College Park, MD	19
Gaithersburg, MD (NIST)	42
General Services Administration, 7th & D Sts., S.W.	9
Herbert C. Hoover Building (HCHB)	10
Interior Department	11
National Academy of Science	10
National Aeronautics & Space Admin., 1512 H St., N.W.	10
National Aeronautics & Space Admin., Beltsville, Md	19
National Aeronautics & Space Admin., Colemont Bldg., SS	19
National Aeronautics & Space Admin., FOB-6	8
National Aeronautics & Space Admin., 19th St., N.W.	10
Naval Research Laboratory	9
Naval Ships Research & Development Laboratory	26
Navy Department	10
Navy Yard	7
Pentagon	10
Reagan National Airport	14
Rockville, MD	33
State Department, 21st & C Sts., N.W.	11
State Department, 1425 K St., N.W.	9
University of Maryland	20
U.S. Capitol	7
White House Executive Office Building	10
World Weather Building	4

Subpart D–Privately-Owned Vehicle (POV)

301-10.309(a) How do I compare the cost of POV versus common carrier transportation?

COMMON CARRIER

Air fare
Round trip taxi fare & tip
(**do not** use POV costs)
Shuttle/taxi to hotel
Per diem
Excess baggage

POV

Mileage
Tolls, bridge, ferry, road, tunnel
Parking (hotel)
Per diem (including stops)

You **do not** include the cost of local transportation at the TDY site.

Subpart E–Special Conveyances

301-10.454 Can I accept a rental car rate that is lower than the Government rental car rate?

No. If you are offered a rental car rate that is lower than the Government rental car rate, you are required to decline the lower rate. Rental car rates offered at a lower than Government rate do not include full coverage insurance for damages resulting from an accident while performing official travel.

Subpart F–Air Charter Services

301-10.500 What is the definition of charter aircraft?

Aircraft, including pilots and flight crews, chartered for point-to-point service to satisfy a one-time need.

301-10.501 How does air charter for point-to-point services to satisfy a one-time need get approved?

Memoranda of requests for air charter services must be submitted to and approved by the Director, Finance Office/Comptroller, before an agreement can be completed.

301-10.502 How do air charter services for field party activities get approved?

Prior approval is not required for chartering helicopters or other small aircraft for short flights to move personnel or equipment during the course of normal field party activities. Air charter services for field parties are authorized on NOAA Form 42-8, “Aircraft Charter Agreement,” which must be signed by representatives of the Government and the carrier.

See NTR, Chapter 300-4(j) for a blank NOAA Form 42-8.

501-10.503 What method of payment is used to procure air charter for point-to-point services to satisfy a one-time need?

Air charter services under \$2,500 can be procured on the Citibank Government travel card. A copy of the memorandum of approval and Citibank Government travel card receipt must accompany the travel voucher when submitted to the servicing finance office for payment. Air charter services exceeding \$2,500 must be purchased through the servicing procurement office.

301-10.504 What method of payment is used to procure air charter services for field party activities?

Air charter services under \$2,500 for field party activities can be procured on the Citibank Government travel card. The original NOAA Form 42-8 and a copy of the Citibank Government travel card receipt must accompany the travel voucher when submitted to the servicing finance office for payment. Air charter services exceeding \$2,500 for field party activities must be purchased through the servicing procurement office.

301-10.505 What is the definition of a rental aircraft?

Aircraft rented on a short-term basis under small purchasing authority, with operator-furnished pilots and flight crew, or AOC furnished pilot(s) and flight crew. Short-term or one-time rentals are those for a period of 30 days or less and for obligations of funds less than \$5,000.

301-10.506 What is the definition of a contracted (leased) aircraft?

Aircraft utilized on a formal contract basis for a stipulated time interval, as distinguished from intermittent charter or rental aircraft, with operator-furnished pilot(s) and flight crew, AOC-furnished pilot(s) and flight crew, or NWS-furnished pilot(s).

301-10.507 What is the definition of a privately-owned or rented aircraft?

Aircraft owned or rented by the designated pilot who is then reimbursed on a mileage basis per *FTR*, 301-10.303.

301-10.508 When can a privately-owned or rented aircraft be approved?

Use of privately-owned or rented aircraft piloted by a Government employee is permitted when approved. Approvals are granted in accordance with *FTR*, Chapter 301-10.303, and NOAA Administrative Order 216-103, “Aircraft Operations Center Aviation Policies.” Additionally, NWS employees must also adhere to the *NWS Operations Manual*, Chapter D-79, *NWS Flight Operations*.